

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1620

Page 1 of 3

Agency	Division/Unit
Department of Public Safety and Correctional Services	Division of Pretrial Detention and Services

Item No.	Description	Retention
1.	<p><u>FOOD SERVICE/DIETARY AREA</u></p> <p>This series includes all standard State Food Service forms as well as supporting documents necessary for special and general operating procedures of the Food Service Department.</p> <p>Changes in record format may not necessarily require change in the retention schedule. However, should the scope and content of the record be altered or modified, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records governed by the record retention schedule as indicated:</p> <p><u>A. ADEQUACY OF DIET SERIES</u></p> <ul style="list-style-type: none"> a. RD Certification. b. Master copy of 5-Week menus for each fiscal year. c. Master copy of 5-Week diet menus for each fiscal year. d. Medical diet orders. e. Memos of religious diets and religious diet requests. f. Food Production Worksheets. 	Retain for three (3) years and until all audit requirements have been fulfilled then destroy.

Schedule Approved by Department,
Agency,
or Division Representative.

Date May 13, 1994

Signature *Paul E. Brown*

Typed Name Paul E. Brown

Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist

Date

7/11/94

Signature

Edwanda

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 1620 <hr/> Page 2 of 3
Agency Department of Public Safety and Correctional Services		Division/Unit Division of Pretrial Detention and Services
Item No.	Description	Retention
	B. <u>GENERAL RECORDS FOR MONITORING FOOD SERVICE SERIES:</u> a. Annual Health Inspection Records. b. Medical Screening Records - Dietary Staff and Inmate Workers. c. Weekly Sanitation Inspection Reports. d. Daily Meals Temperature Sheets. e. Dietary Pick-up Sheets for Satellite Institutions. f. Memos on Satellite Food Service. g. Segregation & Protective Custody Issuing Sheets. h. Hospital Cart Sheets. i. Utensil Control Sheets - Class A and B Tools j. Work Order Request For Repair of Food Service Equipment.	Same as above
	C. <u>SPECIAL DIETARY RECORDS:</u> Reports of audits conducted by person(s) or agencies other than Legislative Audits.	Same as above
	D. <u>DIETARY PERSONNEL RECORDS</u> a. Monthly Dietary Work Schedule. b. Request for leave forms. c. Secondary copies of infraction and disciplinary measures on correctional officers.	Same as above
	E. <u>DIETARY PURCHASING RECORDS AND FINANCE</u> a. Monthly Dietary Food Cost Report b. Memos to Managing Officers regarding food cost, enhancement, expenditures, etc. c. Donable Records and Allocations. d. Overtime Sheets (secondary copies) e. Verification for self-help group purchases. f. Request For Purchase Form.	Same as above

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 1620

Page 3 of 3

Agency

Department of Public Safety
and Correctional Services

Division/Unit

Division of Pretrial
Detention and Services

Item No.	Description	Retention
----------	-------------	-----------

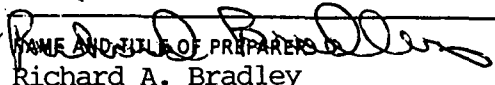
2.

GENERAL CORRESPONDENCE

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.

Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>1</u> Of <u>2</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE Food Service/Dietary Area				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> TO _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) This series includes all standard State Food Service forms as well as supporting documents necessary for special and general operating procedures of the Food Service Department. a. Adequacy of Diet Series b. General Records for Monitoring Food Service Series. c. Special Dietary Records d. Dietary Personnel Records e. Dietary Purchasing Records and Finance					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>12</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Dietary Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for three (3) years and until all audit requirements have been fulfilled, then destroy			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 12, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>2</u> of <u>2</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE Food Service/Dietary Area				5. EARLIEST YEAR / LATEST YEAR 1991 to _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) General Correspondence Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Dietary Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business, ETC.			
19. NAME AND TITLE OF PREPARER  Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 12, 1994	